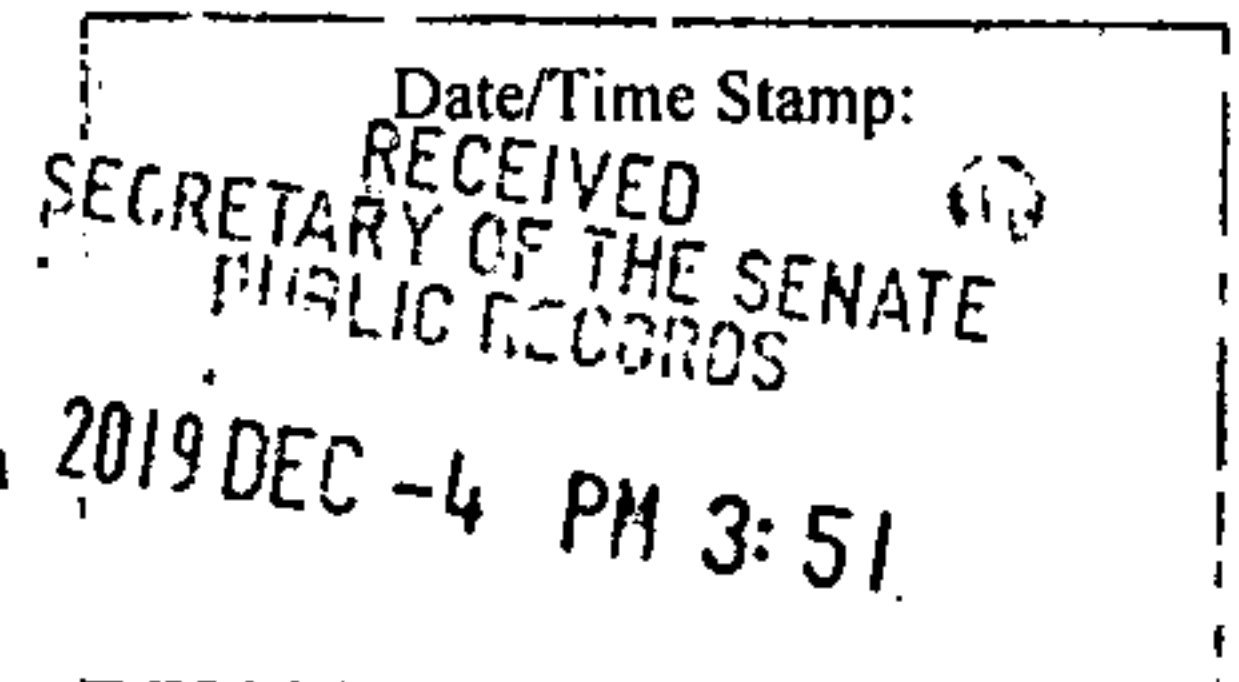


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): 11.14.19 - 11.15.19

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$373.71	\$187.12	\$110.52	N/A
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Please See Post-Trip Agenda Attached

12/04/2019 Lauren A. Jee Lauren A. Jee
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/4/2019 [Signature]
(Date) (Signature of Supervising Senator/Officer)

**UN Foundation Global Health Learning Trip to U.S. Centers for Disease Control and Prevention (CDC)
November 14-15, 2019**

*****All Times Eastern*****

Thursday, November 14	Travel and Welcome Dinner
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Attire: *Business casual*

12:15pm	Group meets at Washington Reagan National (DCA) American Airlines ticket counter, Upper Level Departures
2:14pm	Depart DCA on American Airlines flight 309
4:50pm	Arrive Atlanta Hartsfield Jackson (ATL) Airport
5:30pm - 6:30pm	Transfer to Hotel <i>Courtyard Marriot Decatur Hotel</i>
6:30pm - 7:15pm	Hotel check-in
7:15pm – 7:30pm	Transfer to Dinner <i>Café Lily, Decatur</i>
7:30pm - 9:00pm	Welcome dinner with CDC technical team at Café Lily <i>Working dinner with CDC technical team and context-setting remarks from agency leadership (Dr. Rebecca Martin). Opportunity for delegation to engage with CDC technical team and learn about USG global health activities, with a particular focus on recent challenges and successes in the issue focus area of the trip (immunization, malaria, and global health security). Attendees include Dr. Rebecca Martin (Director, Center of Global Health), Dr. Jeff McFarland (Global Measles Lead, Global Immunization Division, CGH), Dr. Monica Parise (Director, Division of Parasitic Diseases and Malaria, CGH); Alison Kelly (Director, CDC Office of Appropriations)</i>
Overnight	Courtyard Marriot Decatur Hotel

Friday, November 15 **CDC Briefings and Tour of Facilities**

Attire: Business

7:00am - 8:00am	Breakfast at hotel
8:00am - 8:15am	Transfer from hotel to CDC

8:15am - 8:45am	Arrival at CDC, security check-in, and drop luggage at concierge
8:45am - 9:15am	Global Health discussion with CDC Director Dr. Robert Redfield and overview of agency priorities <i>CDC representatives include Dr. Robert Redfield (Director, CDC)</i>
9:15am – 9:45am	Welcome and Overview of Divisions within Center for Global Health (CGD) and priority activities <i>Representatives from CDC include Vikas Kapil, DO, MPH, (Associate Director for Science/Chief Medical Officer)</i>
9:45am - 10:00am	Transition
10:00am - 10:30am	Emergency Operations Center (EOC) Visit and Tour, including update on global polio eradication progress <i>CDC representatives include Ed Rouse (Senior Advisor, Division of Emergency Operations, Center for Preparedness and Response) and Dr. Deb Lubar (Deputy Director for Management and Operations, National Center for Emerging and Zoonotic Infectious Disease (NCEZID))</i>
10:30am – 10:55am	Ebola Discussion and reflections on current outbreak in Democratic Republic of the Congo (DRC) <i>CDC representatives include Dr. Henry Walke (Ebola Response Incident Manager)</i>
10:55am – 11:25am	Polio Eradication Discussion covering history of eradication, current global situation, and future of eradication <i>CDC representatives include Dr. John Vertefeuille (Polio Response Incident Manager) and Dr. Mark Pallansch (Director, Division of Viral Disease, National Center for Immunization and Respiratory Diseases (NCIRD))</i>
11:25am – 11:50am	Overview of CDC global immunization activities, including detailed discussion of measles and rubella elimination progress and current global outbreak situation <i>CDC representative include Dr. Jeffrey McFarland (Global Measles Lead, Accelerated Disease Control and Vaccine Preventable Diseases Surveillance Branch, Global Immunization Division), Dr. Mark Pallansch (Director, Division of Viral Diseases), and Dr. Paul Rota (Chief, Viral Vaccine Preventable Diseases Branch)</i>
11:50am – 12:00pm	Transition
12:00pm – 1:10pm	Working lunch roundtable on Global Health Security at CDC <i>Topics include CDC workforce, global disease surveillance, lab diagnostic capacity, outbreak response, technical assistance, antimicrobial resistance, and influenza; CDC representatives include Maureen Bartee (Associate Director for Global Health Security, CGH),</i>

Dr. Joel Montgomery (Chief, Viral Special Pathogens Branch, NCEZID), Eric Gogstad (Associate Director for Program Management, Influenza Division), and Ed Rouse (Senior Advisor, DEO, CPR)

1:10pm – 1:20pm Transition

1:20pm – 1:50pm Overview of CDC global malaria treatment and control activities
Discussion with CDC technical staff on the current challenges facing malaria elimination and the development of new tools to eliminate malaria and current global challenges such as insecticide resistance, led by Dr. Peter McElroy (Chief, Malaria Branch, Division of Parasitic Disease and Malaria), and Dr. Michelle Chang (Medical Officer, Malaria Branch)

1:50pm – 2:05pm Transition

2:05pm – 3:05pm Tour of CDC Insectary Lab
Exploration of CDC's insectary that supports vector control research to prevent and respond to mosquito-borne diseases, led by Dr. Ellen M. Dotson (Research Entomologist and Team Lead, Operations and Vector Genetics, DPDM) and Namita Joshi (Deputy Director for Policy and Communications, DPDM)

3:05pm – 3:55pm Discussion of Advanced Molecular Detection (AMD) and tour of Parasitic Disease Lab
Review of how the CDC supports diagnosis and treatment of parasitic diseases within the U.S., including malaria diagnostic tool development led by Dr. Stephanie Bialek (Chief, Parasitic Diseases Branch, DPDM) and Dr. Elizabeth Neuhaus (Senior Advisor, Advanced Molecular Detection (AMD) Program, NCEZID)

3:55pm – 4:10pm Transition

4:10pm – 4:40pm Wrap-Up Session in CDC Conference Room
Round table wrap-up discussion of CDC work in malaria and parasitic diseases, polio eradication, and international disease outbreak response. Anticipated CDC representatives include Dr. Jay Butler (Deputy Director, Infectious Diseases)

4:30pm – 4:40pm Pick up luggage at CDC Visitor's Center

4:40pm – 5:30pm Transfer to Atlanta Airport

7:41pm Depart Atlanta Airport on American Airlines flight 4525

9:29pm Arrive Washington Reagan National (DCA)

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UNITED NATIONS FOUNDATION

October 10, 2019

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Lauren Jee
Office of Senator Ben Cardin
509 Hart Senate Office Building
Washington, DC 20510

Dear Lauren,

I am writing to invite you to participate in a global health learning trip to the U.S. Centers for Disease Control and Prevention (CDC) headquarters in Atlanta, Georgia, sponsored by the United Nations Foundation. Trip participants will depart on Thursday, November 14, 2019 and return on Friday, November 15, 2019.

The learning trip is designed to showcase vital CDC global health activities, disease detection capabilities, and global laboratory and workforce development operations. The itinerary will examine three specific areas of global health threats – vaccine-preventable diseases, malaria, and global health security – during a day of discussions with CDC leadership, a tour of the agency's Emergency Operations Center, deep dives into the fight to eradicate polio and eliminate measles and rubella, global health security, and walk-throughs of the pioneering mosquito insectary and parasitic disease labs.

The opportunity will also demonstrate the agency's collaborative relationship with multilateral global health institutions and organization like the World Health Organization, UNICEF, the Global Fund, and Gavi, the Vaccine Alliance, as well as the Global Polio Eradication Initiative (GPEI) and the Measles & Rubella Initiative (M&RI).

We hope you will be able to join, as we are confident the health interventions and coordinated efforts you will see first-hand will be particularly beneficial to your work in Congress. Please do not hesitate to contact me if I can be of further assistance as you consider this opportunity.

Sincerely,



Peter Yeo
Senior Vice President
United Nations Foundation

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation
2. Description of the trip: Travel to CDC headquarters in Atlanta, Georgia to learn about CDC global health programs, meet with leadership and technical experts, tour Emergency Operations Center, and labs
3. Dates of travel: November 14, 2019 - November 15, 2019
4. Place of travel: Atlanta, Georgia
5. Name and title of Senate invitees: Viviana Bovo, Senior Advisor; Office of... (Attachment 1 of 3)
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ~~OR~~
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ~~AND~~
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ~~AND~~
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

The United Nations Foundation is the sole sponsor of the trip. As such, UNF will provide all funding for the trip, manage all outreach to congressional staff, manage planning and execution of the itinerary, and handle all logistical coordination.

UNF sponsors domestic and international congressional trips to bring staff and Members to key locations and countries to showcase the complementary nature of U.S.-UN programmatic work. Since 2011, past countries have included Bangladesh, Thailand, Tanzania, Ethiopia, Rwanda, and CDC-Atlanta.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF is an advocate for the UN, using partnerships, advocacy, constituency-building, and fundraising to raise awareness of the importance of the UN and UN-supported activities. UNF is a public charity focusing on global health issues, including immunization, maternal and child health, and malaria.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$550 (flight and ground) See Attachment (2 of 3) for detailed explanation	\$150 (\$150/night at Marriott Decatur x 1 night)	\$132 (\$66/day x 2 days)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) The trip involves an event that is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

CDC is headquartered in Atlanta, Georgia

19. Name and location of hotel or other lodging facility:

Courtyard Marriott Decatur

130 Clairemont Ave., Decatur, GA 30030

20. Reason(s) for selecting hotel or other lodging facility:

Chosen because of availability of rooms, proximity to CDC briefings, facility tours, and airport.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Estimated daily meal expenses (\$66) & lodging (\$150) do not exceed per diem rates for Atlanta, Georgia

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip commercial coach class airfare for flight. Round trip taxi or standard ride service (e.g. Uber or Lyft) from traveler's residence or office to Reagan National Airport... (Attachment 3 of 3)

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Peter Yeo, Senior Vice President

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave., NW, Suite 300, Washington DC, 20006

Telephone Number: 202-887-9040

Fax Number: 202-887-9021

E-mail Address: pyeo@unfoundation.org

ATTACHMENT (1 OF 3)

5. Name and Title of Senate Invitees

Viviana Bovo, Senior Advisor, Office of Senator Marco Rubio (R-FL)

Lauren Jee, Health Policy Counsel, Office of Senator Ben Cardin (D-MD)

ATTACHMENT (2 OF 3)

16. Airfare and Ground Transportation

Airfare: \$450

- Roundtrip Coach Airfare from Reagan National Airport, Arlington, Virginia, to Hartsfield-Jackson Atlanta International Airport, Atlanta, Georgia

Ground Transportation: \$100

- Ground transportation from traveler's residence or office to Reagan National Airport, Arlington, Virginia
- Ground transportation from Atlanta Airport to hotel, and from CDC-Atlanta headquarters to Atlanta Airport
- Ground transportation from hotel to CDC-Atlanta headquarters

ATTACHMENT (3 OF 3)

22. Describe the type and class of transportation being provided:

Round-trip commercial coach class airfare for flight. Round trip taxi or standard ride service (e.g. Uber or Lyft) from traveler's residence or office to Reagan National Airport in Arlington, Virginia. Ground transportation hired coach class shuttlebus service from Atlanta Airport to hotel, and from CDC-Atlanta headquarters to Atlanta Airport. Ground transportation is hotel shuttle bus (available to all hotel guests) from hotel to CDC-Atlanta headquarters.

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**UN Foundation Global Health Learning Trip to U.S. Centers for Disease Control and
Prevention (CDC)
November 14-15, 2019**

*****All Times Eastern*****

Thursday, November 14 Travel and Welcome Dinner

Attire: Business casual

3:00pm	Depart Washington Reagan National (DCA) Airport
4:50pm	Arrive Atlanta Hartsfield Jackson (ATL) Airport
5:30pm - 6:30pm	Transfer to Hotel <i>Courtyard Marriot Decatur Hotel</i>
6:30pm - 7:15pm	Hotel check-in
7:15pm - 7:30pm	Transfer to Dinner <i>Café Lily, Decatur</i>
7:30pm - 9:00pm	Welcome dinner with CDC technical team at Café Lily <i>Opportunity for delegation to engage with CDC technical team and learn about USG global health activities. Anticipated attendees include Dr. Rebecca Martin (Director, Center of Global Health), Dr. Steve Redd (Director, Office of Public Health Preparedness and Response), Dr. Nancy Messonnier (Director, National Center for Immunization and Respiratory Diseases)</i>
Overnight	Courtyard Marriot Decatur Hotel

Friday, November 15 CDC Briefings and Tour of Facilities

Attire: Business

7:00am - 8:00am	Breakfast at hotel
8:00am - 8:30am	Transfer from hotel to CDC
8:30am - 8:35am	Arrival at CDC, security check-in, and drop luggage at concierge
8:35am - 9:35am	Welcome and Overview of Divisions within Center for Global Health <i>Anticipated representatives from CDC include Dr. Robert Redfield (CDC Director), Dr. Rebecca Martin (Director, Center for Global Health), Dr. Stephen Redd (Director, Office of Public Health Preparedness and</i>

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Lauren Jee

Employing Office/Committee: U.S. Senator Benjamin L. Cardin

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): November 14, 2019 - November 15, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Atlanta, GA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I currently handle the health care portfolio for Senator Cardin who serves on the Senate Finance Committee and Senate Foreign Relations Committee. During trip to the U.S. Centers for Disease Control and Prevention in Atlanta, Georgia, I will learn about the CDC's global health expertise in detecting deadly and debilitating diseases overseas, increasing country capacity, and protecting Americans at home and abroad.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10/23/2019
(Date)

Lauren B. Jee
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Ben Cardin hereby authorize Lauren Jee
(Print Senator's/Officer's Name) (Print Traveler's Name)

☒ an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

☒ I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

10/23/2019
(Date)

Ben Cardin
(Signature of Supervising Senator/Officer)